

MINUTES

**NKGSA Advisory Committee Meeting
February 21, 2020
Clovis Public Safety Building**

In attendance:

*Scott Redelfs – City of Clovis
*Ken Moore – City of Kerman
*Bernard Jimenez – Fresno County
*Bill Stretch – FID
*Brock Buche – City of Fresno
*Tim Bakman – Bakman Water Co.
*Alan Hofmann - FMFCD
Kassy Chauhan – NKGSA
Paul Armendariz – City of Clovis
Lisa Koehn – Clovis
Sue Ruiz – Self-Help Enterprises

Glenn Allen – Fresno County
Ronnie Samuelian – Provost & Pritchard
Adam Claes – FID
Mike Prandini – BIA
Brandy Swisher – FMFCD
Dao Lor – ABIRC
Mitch Bagdasarian – Baggie Farms
Michael Carbajal – City of Fresno
Sayre Miller – Grower
John Jansons – City of Kerman
Don Wright – Reporter

* - Voting representative on Advisory Committee

Item 1 – Called to order at 1:32 PM

Item 2 – Approval of Additional Agenda Items

There were two additional items that were requested to be added to the agenda for the meeting.

2a. 2020 WRDA Letter of Support for FMFCD

Motion was made and seconded to add to the agenda. Approved unanimously.

2b. Water Smart Grant Application Letter of Support for FID

Motion was made and seconded to add to the agenda. Approved unanimously.

Item 3 – Approval of Minutes from 11/15/19 Meeting

Motion by Bernard Jimenez to approve; second by Tim Bakman. Approved unanimously.

Item 4 – Receive – Basin Coordination Update

(Update presented by Ronnie Samuelian)

All GSAs have submitted their GSPs as of January 28th and DWR has posted them to their website for public review as of January 31st. DWR has opted for a longer public comment period, which will end on April 15th, 2020. The Kings Subbasin has been recommended to receive an additional \$500,000 by DWR, which would break down to about \$70,000 for each GSA.

The first annual report is due April 1st, 2020. The report will be prepared for the Kings Subbasin, but individualized data will be provided for each GSA.

Item 5 – Executive Officer Update

(Update presented by Kassy Chauhan)

Item 5a – Staff Resources

i. Action Item – Recommend Revising the Agreement Between FID and NKGSA to Allow FID Staff to Charge Time Spent on Monitoring Network Activities to NKGSA

There is a need for additional staff resources and it was suggested that FID staff be allowed to help (as their workload allows) and bill their time to the NKGSA. There is no current estimate of costs, but the updated agreement could potentially specify limits.

Action included request to the Executive Officer to provide previous costs and estimates of costs to the Advisory Committee.

Motion by Bernard Jimenez to approve; second by Ken Moore. Approved unanimously.

Item 5b – Professional Services Contracts

i. Provost & Pritchard – Proposal for Well Videoing Services

An authorization of services in the amount of \$23,000 was made to Provost & Pritchard for well videoing services. There have been many wells in the monitoring network that have been identified, but for which the necessary construction data is lacking. This service would utilize a specialized type of camera to be used to hopefully collect this data.

ii. Provost & Pritchard – Proposal for Kings Basin Coordination Tasks

An authorization of services in the amount of \$25,000 was made to Provost & Pritchard for Kings Basin coordination tasks that would take place through the end of the current fiscal year (e.g. the first annual report, GSP submittal issues, etc.).

Following the report on these proposals, there was discussion regarding what threshold, if any, there is for approval of expenditures without first going to the Board. While both of these contracts were signed within the existing budget for services, it was agreed that moving forward, such contracts will be discussed at greater length prior to execution.

Item 5c – Ad-Hoc Committees

i. Action Item – Recommend Transitioning to Work Group Model

The Ad-Hoc Subcommittees were formed four to five years ago during the development of the GSP. These subcommittees have served their purpose and are no longer needed, and under the Brown Act, they must be disbanded. In their place, new “work groups” could be formed to work on specific tasks without the need for recurring, standing meetings.

While it was agreed upon that the subcommittees need to be disbanded, it was decided that further discussion was needed on the work group idea. There may be a need for some of these groups to be formed (or in essence, reformed) more immediately, whereas others might not. There was also concern expressed about how members of the public and various interest groups would be able to maintain their involvement. If small groups were formed, the notification process would need to be done in such a way that various stakeholders in the community could receive notice and have the opportunity to participate. If notification was only done internally among the member agencies, there is a risk of these groups being shut out.

Executive Officer Chauhan agreed that more work would need to be done on the work group policy before the Committee could make a decision. In the meantime, the action was amended for this meeting to be regarding only the disbanding of the subcommittees as they currently stand. The Advisory Committee directed Chauhan to prepare a workgroup policy/procedure document for presentation at a future advisory committee meeting. The policy will include the requirement to notify the member agencies when new workgroups are being formed so that they have the option to send a representative. The solicitation for workgroup members will also include existing committee members and other stakeholders from the public. All efforts from the workgroup will be presented to the Advisory Committee and the NKGSA board.

The public indicated a need to include more detailed information in the agenda packets for the Advisory Committee meetings and the NKGSA

board meetings since those will be the two forums the public at large will have an opportunity to participate in GSA activities.

The motion for Dissolution of the Ad-hoc Committees was made by Tim Bakman; second by Bernard Jimenez. Approved unanimously.

Item 5d – Website and Resource Development

i. Action Item – Recommend Exploring Options for Maintaining the Website and Exploring Options for Developing Resources

The website is currently being maintained by a company called Digital Attic. The flexibility and service this company has been providing have been adequate but proves difficult to keep the website current. There is a need to evaluate other alternatives for webmaster services. The current cost for Digital Attic to host the NKGSA website is \$45 per month. Requests to post to the website and other technical support are charged at an hourly rate.

The Committee felt it was appropriate for the Executive Officer to have the freedom to change vendors for these routine operations as necessary, particularly if the service being paid for is not meeting standards.

Motion by Brock Buche to approve; second by Bernard Jimenez. Approved unanimously.

Item 5e – New Board Secretary

i. Action Item – Recommend Appointing Kassy Chauhan as the NKGSA Secretary

The secretary position is occupied by the Executive Officer of the NKGSA and was most recently filled by Gary Serrato, who as of February 1st, is no longer the Executive Officer. Therefore, the current Executive Officer, Kassy Chauhan, should be named the secretary of the NKGSA.

Motion by Tim Bakman to approve; second by Ken Moore. Approved unanimously.

Item 5f – Advisory Committee and NKGSA Board Meetings in 2020

i. Action Item – Recommend Setting Frequency and Adopting Meeting Dates for 2020

The Advisory Committee currently meets on the 2nd Friday of every month and the Board meets on the 4th Thursday of every month. There is a need to make sure that the Advisory Committee’s schedule is reflective of the Board’s, but it was agreed that less frequent meetings would still serve the Committee’s purposes. Additional “special item” meetings could be scheduled as necessary.

A motion was made by Tim Bakman to recommend that the Advisory Committee meet on the 2nd Friday of every other month (even-numbered months); second by Bill Stretch. Approved unanimously. The item may be revisited following the Board’s decision on their own meeting schedule.

Item 6 – Ad-hoc Subcommittee Updates and Actions

Item 6a – Technical Subcommittee

(Subcommittee update presented by Adam Claes)

The Subcommittee last met on February 5th. They reviewed GSP revisions regarding water quality, as well as changing some of the “common language” to be consistent with each of the other six GSPs in the Subbasin. All public comments and Kings Subbasin coordinated technical memos have been added to the appendix. There was discussion that more well construction data was needed for the monitoring well network, which led to discussion on the camera systems mentioned during the Executive Officer’s update. Adam also mentioned that there could be a need for a work group leading up to the first annual report, which is due on April 1st.

Item 6b – Administrative/Fiscal Subcommittee

(Subcommittee update presented by Lisa Koehn)

The Subcommittee has been working on the Support & Endorsement Policy, and has made a few changes to the proposed policy since the last time it was discussed with the Advisory Committee. In particular, there was language added

that the applicant requesting support/endorsement must indicate exactly how a project will work towards sustainability goals as outlined in the GSP.

i. Action item – Recommend adoption of Support & Endorsement Policy

There was a proposed action item to approve the new Support & Endorsement Policy. This led to discussion about language in the policy that dictated that an applicant must submit their request at least 2 weeks prior to their deadline. Following this discussion, there was a motion to change the wording in the policy from “must” to “it is recommended.”

The motion was made by Tim Bakman and seconded by Bill Stretch, and approved unanimously.

Following this action, the Administrative/Fiscal group will make the requested revisions and resubmit the Policy for approval. In addition to the Policy, Lisa Koehn mentioned that in terms of fiscal performance, 44% of the budgeted amount had been spent as of the end of December 2019.

Item 6c – Membership/Outreach/Communications (MOC) Subcommittee
(Subcommittee update presented by Brandy Swisher)

The Subcommittee has met twice since the GSP was submitted. They’ve discussed school-focused outreach, well sounding outreach for the public, translation of resources, and the possibility of coordinating with Fresno State on upcoming water education projects. They’ve also been looking into a facilitation support grant application through DWR.

Item 7 – Approve Requests for Letters of Support – Action Items

Item 7a – Action Item – Approve Request from FMFCD for Letter of Support

FMFCD has requested a letter of support from the NKGSA to change language to the 2020 WRDA for water conservation efforts. They have already received support from Congressman Jim Costa and are hoping to gain additional support with the letter.

Motion by Bernard Jimenez to approve; second by Tim Bakman. Approved unanimously.

Item 7b – Action Item – Approve Request from FID for Letter of Support

FID has requested a letter of support from the NKGSA in their application for the Water Smart Grant. If received, this grant would be used to make improvements to help measure water flow and keep water within GSA boundaries.

Motion by Bernard Jimenez to approve; second by Tim Bakman. Approved unanimously.

Item 8 – Public Comments

A resident in attendance at the meeting brought up concerns that there's not enough written documentation regarding the Committee's goals and activities, and there's not enough information made available to the public to know what the plan for the GSA is. He felt that outreach needs to be more complete so that residents have a better understanding of what's happening.

Don Wright also mentioned that the San Joaquin Valley Water Blueprint (an economic impact study) would be released soon.

Item 9 – Member Comments

Adam Claes mentioned that he spoke with Sarge Green from Fresno State and it appears that there is growing interest at Fresno State for getting more involved with the GSA's activities.

Item 10 – Adjourn

Motion by Ken Moore; second by Bernard Jimenez. Approved unanimously.
Adjourned at 3:37 PM.